

## **Regional Office – Property and Supply Unit**

The Property and Supply Unit of the Regional Office (RO) is responsible in providing services related to supplies, property and equipment. Its functions extend to the Provincial or City Schools Divisions under its jurisdiction. The Unit is headed by a Property and Supply Officer/Administrative Officer V.

### **Functions of Regional Property and Supply Unit**

1. Consolidates PPMP into APP.
2. Prepares Agency Procurement Request (APR) for all items to be procured at the DBM-PS including procurement of common-use items that are available at DBM-PS.
3. Prepares PR for common-use items not available at DBM-PS and not exceeding Php 250,000.00 for submission to Bids and Award Committee (BAC).
4. Requests and conducts pre-inspection of supplies and materials.
5. Accepts delivered supplies, materials and equipment based on the approved Purchase Order (PO)/Contract/Job Order (JO) and prepares Inspection and Acceptance Report (IAR).
6. Prepares and submits disbursement vouchers together with the necessary documents to the Accounting Unit for payment.
7. Distributes available supplies, materials and equipment to the different requesting end-users based on Inventory Custodian Slip (ICS) and Acknowledgement Receipt on Equipment (ARE).
8. Prepares the monthly Report of Supplies and Materials Issued (RSMI) to be submitted to the Accounting Office every 5<sup>th</sup> day of the succeeding month.
9. Monitors and prepares report on the deliveries of all centrally procured supplies, materials and equipment for submission to the Central Office – Property Division.
10. Consolidates the reports submitted by the Division Offices.

11. Prepares report on the Physical Count of Inventories (RPCI) and the Property, Plant and Equipment (PPE).
12. Identifies unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Materials Report (WMR) for submission to the disposal committee.
13. Conducts seminars/workshops for supply officers and property custodians (division, district and school levels) regarding updates on supply/property management.
14. Signs clearance of property accountability for all officials and employees at the Region.